

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF PERSONNEL SARATOGA COUNTY PUBLIC DEFENDER

CASE MANAGER-PUBLIC DEFENDER

SALARY: \$25,000 a year 17.5 Hours per week

The incumbent in this position performs case management activities for clients in need of Public Defender intervention. The duties involve identifying alternatives to incarceration and preventing repeat offender status. The incumbent works under the general direction of the Public Defender with input and approval from individual attorneys.

Typical work activities include but are not limited to:

Identifying clients in need of case management services by completing initial intake and assessment forms with clients being represented by the Public Defender Office and in need of services; Integrating a written service plan for each client and plans for its implementation; Monitoring and following-up on the implementation of written service plans by linking clients with necessary providers and assisting them in gaining access to medical, psychiatric, substance abuse, social, educational or other services, as needed; Assuring the maintenance of case management records with appropriate reviews and service plan updates; Preparing and submitting timely progress notes on each participating offender to Judge and specified attorney.

MINIMUM QUALIFICATIONS: A. Master's Degree in a Human Services field*;

B. Bachelor's Degree in a Human Services field* and two (2) years of full-time paid experience in providing direct services to substance abusers or addicted individuals or in linking mentally disabled patients/clients to a broad range of services essential to successfully living in a community setting, (e.g. medical, psychiatric, social, education, legal, housing and financial services).

OR

C. Bachelor's Degree in a Human Services field* and certification as a New York State credentialed Alcoholism and Substance Abuse Counselor, and one (1) year of full-time paid experience as defined in (B) above.

*For purposes of qualifying for this title a "Human Service Field" includes Social Work, Psychology, Nursing, Rehabilitation, Education, Counseling, Community Mental Health, Child and Family Studies, and Criminal Justice.

SUBMIT RESUME/APPLICATION TO:

Margaret McNamara, Director of Personnel
Saratoga County Personnel Department
40 McMaster Street
Ballston Spa, New York 12020

Applications accepted until January 22, 2016.

"An Equal Opportunity Employer with an Affirmative Action Program"

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